

## **TOWN OF TIVERTON, R.I. JOB DESCRIPTION**

**POSITION:** Programs Coordinator  
**REPORTS TO:** Recreation & Beaches Commission  
**COMPENSATION:** See below  
**TYPE OF EMPLOYMENT:** Seasonal (April-September)

### **POSITION SUMMARY**

The Programs Coordinator for the Town of Tiverton is a seasonal employee whose term of employment is from the spring to the early fall. The Coordinator is an at-will part time seasonal employee who serves at the pleasure of the Town. The Town does not provide any benefits for this position. Employee performance will be reviewed annually at the conclusion of their employment. The Coordinator reports to an appointed Recreation Commission that implements camp policies and rules established by the Town Council; the Commission itself is accountable to the Town Administrator regarding success in its mission.

### **POSITION DUTIES**

The Programs Coordinator's objective is to oversee the management of Tiverton's summer camp program and coordinate schedules with other leagues and programs that utilize the town facilities.

- Maintaining a strong customer service focus by consistently demonstrating a pleasant, friendly, and professional demeanor with all patrons and co-workers.
- Hiring, onboarding, managing, and scheduling employees and volunteers. This includes ensuring coverage during times when the Coordinator is off duty and supervising all employees to ensure that policies are followed.
- Strict adherence to RI State Camp Guidelines and assurance that safety protocols, including defined camper to counselor ratio is maintained. Enforcement of defined COVID guidelines is also required.
- Ensuring that all employees receive proper training and that necessary employment requirements are met. Oversee program employees to ensure they are attentive to the needs of the children enrolled in the programs and not spending their time using cell phones or electronic devices on social media or playing games
- Direction, supervision, and organization of programs and activities for campers. Develop and implement a program activity for campers that provides for a progression for campers within the framework of individual and group interests and abilities.
- Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement, and empowerment of youth.
- Coordinate with key stakeholders. This includes maintaining communication with other leagues to ensure that there are no field use scheduling conflicts, scheduling field trips and working in conjunction with a Recreation and Beaches Commission designee to communicate COVID guidelines.
- Coordinating closely with the Department of Public Works, regarding facilities management and maintenance.
- Coordinating with Police and Fire Departments on public safety related protocols and procedures.
- Keeping accurate records to allow for appropriate tracking, reporting and evaluation of finances, work performance, and programs.
- Utilizing social media to notify residents of pertinent information. This also includes notifying the town of updates that need to be posted to the website.
- Attending Recreation and Beaches Commission meetings and provide a monthly written report.

- Coordinating with Recreation and Beaches Commission designee to facilitate summer camp registration.

In conducting these duties, the Programs Coordinator will adhere to the guidance provided by the Town Council through ordinance, and the Tiverton Beaches and Recreation Commission and the Town Administrator with respect to priorities, policies, and procedures.

## **QUALIFICATIONS**

Availability between Memorial Day and Labor Day is crucial. Valid BCI, CPR and First Aid certificates are required. The ideal candidate will have a background in either recreation, education, or applicable experience. Experience in coordinating, planning, organizing, and implementing activities for children is required. Candidates should have an understanding of basic budgeting, and comfortability with email, Microsoft office, and social media platforms. The position requires a high level of energy, organization, and a strong customer service mentality. The Coordinator must have access to a personal vehicle and have a valid driver's license.

## **WORK CONDITIONS**

The Programs Coordinator will require a physical presence at Tiverton parks, and thus the employee must be able to be physically active: walking, being in the standing position for long periods, bending, twisting, and lifting up to 25 pounds, all under seasonal conditions, including exposure to hot weather, insects and pests.

## **SALARY:**

The program director will be paid as follows:

\$550.00 per week (40 hours per week) for the nine weeks between 7/1 and 8/31 for a total of \$4,950. Additionally, the employee will receive a stipend of \$150 per month for the months of April, May, June and September to prepare for the summer program season, attend recreation meetings and perform other functions as required of the personnel board.